

# STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State  
Corporations Division  
148 W. River Street  
Providence, Rhode Island 02904-2615  
(401) 222-3040

## INSTRUCTIONS FOR FILING ARTICLES OF INCORPORATION FOR A DOMESTIC NON-PROFIT CORPORATION

Section 7-6-34 of the General Laws of Rhode Island, as amended

**The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.**

1. To incorporate, Articles of Incorporation (Form No. 200) must be filed with the Office of the Secretary of State, Corporations Division, at the above address. When the Articles are properly completed, signed and submitted with the correct filing fee, a Certificate of Incorporation shall be issued.
2. The Articles of Incorporation must be accompanied by a filing fee of \$35.00, and payment should be made payable to the Rhode Island Secretary of State.
3. The name of any non-profit corporation must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Articles of Incorporation. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the documents are submitted for filing.
4. The non-profit corporation's initial board of directors must consist of at least three (3) directors. Pursuant to Section 7-6-23 of the General Laws, the number of directors of a corporation shall be not less than three (3).
5. The Articles of Incorporation must be signed by each of the incorporators listed in item 7 of the Articles.
6. Each corporation shall have and continuously maintain in this state a registered office, which may be, but need not be, the same as its place of business, and a registered agent, which agent may be either an individual resident in this state whose business office is identical with the registered office, or a domestic corporation, or a foreign corporation authorized to transact business in this state, having a business office identical with the registered office. However, in the case where the registered agent of a corporation is an attorney, the business address of the agent need not be identical with the registered office, but may be the usual business address of the attorney. The registered agent so appointed by a corporation shall be an agent of the corporation upon whom any process, notice or demand required or permitted by law to be served upon the corporation may be served.
7. The corporation is responsible for filing an annual report each calendar year during the month of June, beginning with the year following the year of incorporation. An annual report form will be mailed to the registered agent prior to June 1 each year. Be sure to follow up with your registered agent concerning the filing of this report.
8. Failure to comply with Nos. 6 and 7 above may result in the revocation of the Certificate of Incorporation pursuant to the provisions of Section 7-6-56 of the General Laws, as amended.

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m.



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State  
Corporations Division  
148 W. River Street  
Providence, Rhode Island 02904-2615

### NON-PROFIT CORPORATION

---

### ARTICLES OF INCORPORATION

The undersigned, acting as incorporator(s) of a corporation under Chapter 7-6 of the General Laws of Rhode Island, 1956, as amended, adopt(s) the following Articles of Incorporation for such corporation:

1. The name of the corporation is \_\_\_\_\_

2. The period of its duration is (if perpetual, so state) \_\_\_\_\_

3. The specific purpose or purposes for which the corporation is organized are:

---

---

---

---

---

---

---

---

4. Provisions, if any, not inconsistent with the law, which the incorporators elect to set forth in these articles of incorporation for the regulation of the internal affairs of the corporation are:

---

---

---

---

---

---

---

---

5. The address of the initial registered office of the corporation is \_\_\_\_\_  
(Street Address, not P.O. Box)  
\_\_\_\_\_, RI \_\_\_\_\_, and the name of its initial registered agent at such  
(City/Town) (Zip Code)  
address is \_\_\_\_\_  
(Name of Agent)

6. The number of directors constituting the initial Board of Directors of the Corporation is \_\_\_\_\_  
(not less than three directors)  
and the names and addresses of the persons who are to serve as the initial directors are:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. The name and address of each incorporator is:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Date when corporate existence is to begin \_\_\_\_\_  
(not prior to, nor more than 30 days after, the filing of these Articles of Incorporation)

Under penalty of perjury, I/we declare and affirm that I/we have examined these Articles of Incorporation, including any accompanying attachments, and that all statements contained herein are true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of each Incorporator